

Quick Reference Guide - Version 3.0

Adversary Proceeding Case Opening

Step	Action
1	Click on Adversary > Open AP Case .
2	Case Type defaults to AP ; Current date will always display in Date Filed field.
3	Complaint filed defaults to “ y ”, if filing a Notice of Removal, change the “ y ” to “ n ” for Notice of Removal.
4	Enter the Bankruptcy case number in the Lead Case Number text box. Association type defaults to Adversary - click Next .
5	Verification screen displays showing Divisional Office and Judge assignment - click Next .
6	The Search for a Plaintiff screen displays - enter the Social Security Number or Last/Business name to search for a plaintiff.
7	If the system finds the correct party, highlight the party’s name in the Party Search Results screen and click Select Name From List to add the plaintiff to the case. If the system <u>does not</u> find the party, it will display a message No Person Found . Click Create New Party to add the plaintiff to the case.
8	Click Attorney to add attorney for plaintiff. Enter attorney’s last name and click Search to continue.
9	The Attorney Search Results screen displays. Click to highlight the attorney’s name and choose Select Name From List . Then select Add Attorney . Choose Submit .
10	After adding plaintiff information, choose End Plaintiff Selection .
11	The Search for a Defendant screen displays - enter the Social Security Number or Last/Business name to search for a defendant.
12	If the system finds the correct party, highlight the party’s name in the Party Search Results screen and click Select Name From List to add the plaintiff to the case. If the system <u>does not</u> find the party, it will display a message No Person Found . Click Create New Party to add the plaintiff to the case.

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13	Note: When adding a defendant, it is not necessary to add an attorney. The attorney will be added to the case upon the filing of an answer.
14	After adding defendant information, choose End Defendant Selection .
15	The statistical data screen displays. Click the down arrow to choose the appropriate information.
16	Note: If there is a dollar demand, enter the amount to the nearest thousand (i.e. for a demand of \$5,000, enter 5, leave for the dollar sign and the 000).
17	Select Primary Nature of Suit at the first drop down selection. This text box is smaller than the secondary text box. Do not choose a secondary selection for your primary selection. Click Next .
18	<p>The fee screen displays. If the Plaintiff is Debtor, Child Support Creditor or its Representative or the United States, type “y” in the first text box.</p> <p>If Plaintiff is Trustee or Debtor in Possession, “type “y” in the second text box.</p> <p>If Plaintiff is Creditor, leave default to “n”. Click Next.</p>
19	Choose Next to continue.
20	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - Click Next .
21	<p>The Fee Verification Screen displays.</p> <ul style="list-style-type: none"> • If the Plaintiff is Debtor, Child Support Creditor or its Representative or the United States Enter Exempt. • If Plaintiff is Trustee or Debtor in Possession Enter Defer. • If Plaintiff is Creditor click Next and again Next.
22	Verify Docket Text and continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.
23	The Adversary Case Number and Nature of Suit will spread to the docket text of the lead Bankruptcy Case.